CORRESPONDENCE

THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

November 16, 2018

Vickie L Fenster
DBA: Alaska's Latitude 61
Via email: Alaskaslat61@mtaonline.net

Re: Marijuana Product Manufacturing Facility Facility #18173

Dear applicant,

The AMCO Office has reviewed the documents submitted for the proposed marijuana establishment license referenced above. This letter is notice under 3 ACC 306.025(e)(2) that your application is incomplete and additional items are needed to complete the application. The additional items that need correction or resubmittal are listed below—please be sure to read the entire letter. **Please note that if the corrections and/or additional documents submitted in response to this letter are not found to be complete, your application will be returned to you in accordance with 3 AAC 306.025(e)(1), and you will need to file a new application and pay a new fee should you wish to continue pursuing licensure.**

- **Online Application**
  - Per your email, James Fenster will not be an affiliate with this establishment. I have rolled your application back to "New" status so that you can update the list of affiliates through MyAlaska. Once you have resubmitted the application through MyAlaska, a new Public Notice and Advertisement Notice will be generated. Be sure to retain copies of these documents for your corrections and records.
- **MJ-00 Application Certifications**
  - Page 3, Section 4 – Certifications:
    - Please read each statement on this page and sign initials next to all applicable statements.
- **MJ-01 Operating Plan**
  - Page 2, Section 3.2:
    - Please expand on your response to include the maximum ratio of visitors to licensees escorting them.
  - Page 3, Section 3.3:
    - The sample licensee badge does not appear to contain a space for the individual's photograph, as required under 3 AAC 306.710(c).
  - Page 4, Section 3.5:
    - Expand on your response to describe procedures that will be followed if an unauthorized breach occurs. Include at what point AMCO will be contacted, as required under 3 AAC 306.715(e).
- **MJ-02 Premises Diagram**
  - Diagram 1:

        - In color, please outline and label the licensed premises of this proposed establishment.
        - The bathroom is included in the areas designated as restricted access areas, which would require it to be under video surveillance. Using a different color, please outline the bathroom and label it as not a restricted access area.
    - Diagram 2 and 5:
        - The details on these diagrams are very faded and difficult to see. Please provide cleaner copies of these diagrams.
    - Diagram 3:
        - Please highlight or outline (in color) where the licensed premises will be located.
- **MJ-05 Manufacturing Supplemental**
    - Page 3, Section 4.2:
        - Include a detailed description of your waste disposal procedures in the space provided, rather than referring to a response provided in another section of this form.
        - The processes described in Section 2.1 do not detail processes for rendering marijuana unusable. Please re-review the requirements under 3 AAC 306.740.
    - Page 4, Section 5.4:
        - Describe in this section how your proposed establishment's procedures will meet the testing requirements under 3 AAC 306.550 (this section is not asking you to describe in-house test procedures that you will follow).
    - Product List – All Products:
        - Include marijuana in the Ingredients section for each product.
        - The image in the Depiction section should show the expected final appearance of the product itself and not the packaging.
        - In the Packaging Description section, please include an image of the mylar bags that will be used.
        - The sample labels are too blurry to see the details of. Please provide images of the label only. Note that the warning statements on the label must be verbatim.
    - Formula BC2a:
        - In the Packaging Description, you state that the total amount of THC will range from 5 milligrams to 1 gram, which is also listed for Formula BC2e. Should the lower THC range for one of these products be 0.5 milligrams as demonstrated on your other product variations?
    - Formula 3b1:
        - In Section 7 for this product, the Product Name and Product Type is inconsistent with the information provided in Section 6.
- **MJ-07 Public Notice Posting Affidavit**
    - Because the information on your Public Notice will change, it will be necessary to post your updated Public Notice at the location of the proposed premises and one other conspicuous location for **five** days and complete a new MJ-07.
    - Include the address of the other conspicuous location in Section 2 of Form MJ-07.
- **MJ-08 Local Government Notice Affidavit**
    - Because the information on your Public Notice will change, it will be necessary to provide a copy of the Public Notice to your local government and complete a new MJ-08.
- **Publisher's Affidavit**
    - Provide a copy of the advertisement that was ran to accompany the affidavit from the publisher.

It is very important that you submit the above corrections and/or documents in a timely manner so that AMCO staff has adequate time to review the corrections and/or additional documents which must be found to be complete within 90 days of the date of this letter.

Respectfully,

TJ Zielinski, Occupational Licensing Examiner
For,
Erika McConnell, Director
marijuana.licensing@alaska.gov

From:	Marijuana Licensing (CED sponsored)
To:	VickieLee Fenster
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application - Alaska"s Latitude 61 License #18173
Date:	Friday, November 16, 2018 1:40:30 PM
Attachments:	18173 Incomplete Notice.pdf image001.png

Good afternoon,

Your application for your marijuana establishment license has been reviewed, and at this time is considered incomplete. See the attached notice regarding corrections, additional documents, and/or resubmittals that need to be addressed in your application.

Please make sure to read the entire letter. If the submitted corrections are not found to be complete, your application will be returned to you in accordance with 3 AAC 306.025(e)(1), and you will need to file a new application and pay a new fee should you wish to continue pursuing licensure. Essentially, we will accept corrections one time within your 90-day deadline period. Feel free to call or email if you need clarification on any items from the Incomplete Notice.

Let us know if you require copies of any documents that were submitted.

If you have any questions or concerns, please address them to marijuana.licensing@alaska.gov.

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From:	Marijuana Licensing (CED sponsored)
To:	VickieLee Fenster
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - Alaska"s Latitude 61 License #18173
Date:	Tuesday, November 20, 2018 1:52:45 PM
Attachments:	image001.png

Good afternoon,

You're very welcome. You can submit your corrections using either method, so if submitting only the pages needing corrections is easiest then that will be fine.

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From: VickieLee Fenster <alaskaslat61@mtaonline.net>
Sent: Tuesday, November 20, 2018 12:06 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: Re: Incomplete Application - Alaska's Latitude 61 License #18173

Good Morning.

First of all I want to thank you, now I have great plans for the holiday. I really do enjoy learning and creating a product I am proud of.

My question today is for clarification on submittal of corrections. I am unsure if I just send the corrected pages, or do I resend the entire application again?

Thanks again
Vickielee

From: "marijuana licensing" <marijuana.licensing@alaska.gov>
To: "alaskaslat61" <alaskaslat61@mtaonline.net>
Cc: "marijuana licensing" <marijuana.licensing@alaska.gov>
Sent: Friday, November 16, 2018 1:40:27 PM
Subject: Incomplete Application - Alaska's Latitude 61 License #18173

Good afternoon,

Your application for your marijuana establishment license has been reviewed, and at this time is considered incomplete. See the attached notice regarding corrections, additional documents, and/or resubmittals that need to be addressed in your application.

Please make sure to read the entire letter. If the submitted corrections are not found to be complete, your application will be returned to you in accordance with 3 AAC 306.025(e)(1), and you will need to file a new application and pay a new fee should you wish to continue pursuing licensure. Essentially, we will accept corrections one time within your 90-day deadline period. Feel free to call or email if you need clarification on any items from the Incomplete Notice.

Let us know if you require copies of any documents that were submitted.

If you have any questions or concerns, please address them to marijuana.licensing@alaska.gov.

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From:	Marijuana Licensing (CED sponsored)
To:	VickieLee Fenster
Cc:	Marijuana Licensing (CED sponsored)
Subject:	Incomplete Application - Alaska"s Latitude 61 License #18173
Date:	Tuesday, November 27, 2018 9:44:11 AM
Attachments:	image001.png

Good morning,

I have finished reviewing the corrections submitted for your marijuana establishment information and see that most have been made. However, there are some additional revisions that will be required before the application can be deemed complete, which will be listed below. Please note that if the corrections are still inadequate for your application to be deemed complete, the application will be returned to you in accordance with 3 AAC 306.025(e)(1).

Form MJ-02: Premises Diagram

Diagram 1:

1. Under 3 AAC 306.710, an area where marijuana or marijuana products are stored must be designated as a restricted access area. You have two areas marked "Storage" on your diagram that are not restricted access. Are either used for storing marijuana or marijuana products? If not, please indicate on your diagram where they are stored.
2. One of the corrections listed on your Incomplete Notice was to outline and label the boundary of the licensed premises. You have your restricted access areas outlined in orange and other areas outlined in green/yellow, so I believe that both areas are meant to be the licensed premises. You can draw an outline around both areas and include the "licensed premises" label.

I also want to note that the room dimensions on Diagram 1 are becoming somewhat difficult to read. After revisions are made, please make sure that the dimensions and other text on the diagrams is still legible.

Diagram 2 & 5:

You provided a diagram of the second floor as Diagram 2, but Diagram 2 must show all areas which the licensee (Vickie Lee Fenster) has legal right of possession to – which would also include the first floor. Diagram 5 must be a diagram of the entire building in which the licensed premises is located (including the interior layout), but the diagram labeled Diagram 5 currently shows only the exterior of the building.

One way you may go about correcting this is to label Diagram 1 and 2 as "Diagram 1, 2, and 5" in order to show the first and second floors of the building.

Form MJ-05: Manufacturing Supplemental

On Page 3, Section 4.2 (Waste Disposal), the procedures you describe outline methods for disposing of marijuana flower after it has been used to manufacture products. However, you must also describe in this section how you will dispose of expired or outdated marijuana products, in compliance with 3 AAC 306.740. Please expand on your response to include disposing of marijuana products when necessary.

MJ-05 – Product List

Standard Production Procedure for all products:
Instead of saying "…the procedures on MJ05, page 3, section 4.2 will be followed", please describe what those procedures are in the space provided.

Packaging Description for BC2 A:
No sample images were provided for this product's packaging.

Sample Labels for all products:
The warning statements listed on your labels must be identical to the statements in Alaska regulations, but some of the statements have been changed. Please re-review 3 AAC 306.570(4), and note that the warnings must be verbatim to what is listed in this regulation.

Publisher's Affidavit

I saw on the advertisement you provided (published 6/22/18, 6/29/19, and 7/6/18) that the licensee was listed as "Alaska's Latitude 61" instead of "Vickie L Fenster", does not list the full statutory reference, and lists the license type incorrectly. This would require a correction, but I see that the information provided in the November advertisements is listed correctly. Please contact the publisher for a new affidavit that lists the November publish dates.

Let me know if you have any questions or need copies of any documents.

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From:	Marijuana Licensing (CED sponsored)
To:	VickieLee Fenster
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - Alaska"s Latitude 61 License #18173
Date:	Tuesday, November 27, 2018 1:19:42 PM
Attachments:	image001.png

Good afternoon,

I'm sorry to hear that the affidavit will take time to get to you. Thank you for clarifying the secure cabinet and the storage areas. It may not be necessary to change the labeling, but perhaps include a note that the secure cabinet is used for marijuana storage?

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From: VickieLee Fenster <alaskaslat61@mtaonline.net>
Sent: Tuesday, November 27, 2018 12:30 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Cc: alaskaslat61 <alaskaslat61@mtaonline.net>
Subject: Re: Incomplete Application - Alaska's Latitude 61 License #18173

Thank you again for your insightful comments.

I will be submitting again the information required, and this time I know it will be right.

fyi, The frontiersman will be mailing the affidavit to me on the 30th. So will miss the cut off.

The drawings are over 20 years old and I will make sure the numbers are readable, time is taking a toll on them.

I seem to be having a hard time conveying that the marijuana is stored in the cabinet in the facility(Orange) and the other storage areas are just bottles and jars just non regulated items used in making of ointment (green) so maybe taking off the word storage is what is best and relabeling where the secure cabinet is located at in the facility as opposed the security room. I will try again to clarify, but at least the bathroom is fixed.

Good advice all of it... and I will take any more you have

again thanks..
Vickielee

----- Original Message -----
From: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
To: VickieLee Fenster <alaskaslat61@mtaonline.net>
Cc: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Sent: Tue, 27 Nov 2018 13:44:08 -0500 (EST)
Subject: Incomplete Application - Alaska's Latitude 61 License #18173


```
@font-face
{font-family:"Cambria Math";
panose-1:2 4 5 3 5 4 6 3 2 4;}
@font-face
{font-family:Calibri;
panose-1:2 15 5 2 2 2 4 3 2 4;}

p.MsoNormal, li.MsoNormal, div.MsoNormal
{margin:0in;
margin-bottom:.0001pt;
font-size:11.0pt;
font-family:"Calibri",sans-serif;}
a:link, span.MsoHyperlink
{mso-style-priority:99;
color:#0563C1;
text-decoration:underline;}
a:visited, span.MsoHyperlinkFollowed
{mso-style-priority:99;
color:#954F72;
text-decoration:underline;}
p.MsoListParagraph, li.MsoListParagraph, div.MsoListParagraph
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margin-right:0in;
margin-bottom:0in;
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margin-bottom:.0001pt;
font-size:11.0pt;
font-family:"Calibri",sans-serif;}
span.EmailStyle17
{mso-style-type:personal-compose;
font-family:"Calibri",sans-serif;
color:black;}
.MsoChpDefault
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font-family:"Calibri",sans-serif;}
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{size:8.5in 11.0in;
margin:1.0in 1.0in 1.0in 1.0in;}
div.WordSection1
{page:WordSection1;}

@list l0
{mso-list-id:1007051490;
mso-list-type:hybrid;
mso-list-template-ids:1376672954 67698703 67698713 67698715 67698703
67698713 67698715 67698703 67698713 67698715;}
@list l0:level1
{mso-level-tab-stop:none;
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text-indent:-.25in;}
@list l0:level2
{mso-level-number-format:alpha-lower;
mso-level-tab-stop:none;
mso-level-number-position:left;
text-indent:-.25in;}
@list l0:level3
{mso-level-number-format:roman-lower;
mso-level-tab-stop:none;
mso-level-number-position:right;
text-indent:-9.0pt;}
@list l0:level4
{mso-level-tab-stop:none;
mso-level-number-position:left;
text-indent:-.25in;}
@list l0:level5
{mso-level-number-format:alpha-lower;
mso-level-tab-stop:none;
mso-level-number-position:left;
text-indent:-.25in;}
@list l0:level6
{mso-level-number-format:roman-lower;
mso-level-tab-stop:none;
mso-level-number-position:right;
text-indent:-9.0pt;}
@list l0:level7
{mso-level-tab-stop:none;
mso-level-number-position:left;
text-indent:-.25in;}
@list l0:level8
{mso-level-number-format:alpha-lower;
mso-level-tab-stop:none;

mso-level-number-position:left;
text-indent:-.25in;}
@list l0:level9
{mso-level-number-format:roman-lower;
mso-level-tab-stop:none;
mso-level-number-position:right;
text-indent:-9.0pt;}
ol
{margin-bottom:0in;}
ul
{margin-bottom:0in;}
-->
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Let me know if you have any questions or need copies of any documents.

Sincerely,

Blue

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From:	Marijuana Licensing (CED sponsored)
To:	VickieLee Fenster
Cc:	Marijuana Licensing (CED sponsored)
Subject:	RE: Incomplete Application - Alaska"s Latitude 61
Date:	Tuesday, December 11, 2018 11:15:25 AM
Attachments:	image001.png

Hello,

I finished reviewing your corrections and your application is nearly ready to be deemed complete. The five warning statements on the sample label (Section 7 of Form MJ-05) are listed accurately on all but one product – FC 11 C. Please resubmit a corrected Section 7 for this product.

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Sent: Tuesday, December 11, 2018 9:05 AM
To: VickieLee Fenster <alaskaslat61@mtaonline.net>
Cc: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Subject: RE: 18173 Alaska's Latitude 61 Part 2

Good morning Vickielee,

I am confirming receipt of two emails with attached corrections that we received on Saturday. I will follow up with you once I have reviewed the corrections.

Sincerely,

TJ Zielinski
Occupational Licensing Examiner
Alcohol & Marijuana Control Office
550 West 7th Avenue, Suite 1600
Anchorage, Alaska 99501

From: The UPS Store #3548 <store3548@theupsstore.com>

Sent: Saturday, December 08, 2018 12:39 PM
To: Marijuana Licensing (CED sponsored) <marijuana.licensing@alaska.gov>
Cc: alaskaslat61@mtaonline.net
Subject: 18173 Alaska's Latitude 61 Part 2

MJo5 continued-
Publisher's Affidavit-